

## OR F 3511.1 POSITION DESCRIPTION

<b>PART I: TO BE COMPLETED BY THE REQUESTING ORGANIZATION</b>			
ORGANIZATIONAL ASSIGNMENT:			
[Insert Title of Organization here]			
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Technical Qualification Program (TQP)	If TQP, STSM, CTC, and/or SSO are checked yes, the position description must document the duties and functions performed which are the bases of such determination as well as the knowledge required to accomplish the duties of the position. Knowledge requirements must include any items which will form the basis for selective placement factors under recruitment or reduction-in-force processes.
<input type="checkbox"/>	<input type="checkbox"/>	Senior Technical Safety Manager (STSM)	
<input type="checkbox"/>	<input type="checkbox"/>	Critical Technical Capabilities (CTC)	
<input type="checkbox"/>	<input type="checkbox"/>	Systems Safety Oversight (SSO)	
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Career Development Program	
<input type="checkbox"/>	<input type="checkbox"/>	Drug Testing Designated Position	
<input type="checkbox"/>	<input type="checkbox"/>	HRP Designated Position	
SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
Signature and Title of Immediate Supervisor:			Date
<b>PART 2: TO BE COMPLETED BY THE HUMAN RESOURCES DIVISION</b>			
Classification Title:		Pay Plan	Series
CHRIS Position Number:		CHRIS Job Code:	Bargaining Unit Determination:
CLASSIFICATION CERTIFICATION: I certify that this position, as described below, has been classified by a Departmental Official to whom classification authority has been officially delegated.			
Signature and Title of Official Exercising Classification Authority:			Date:

[Insert Title Here]

Begin typing position description text here.

Add the following paragraph as appropriate to Factor 1. Knowledge Required by the Position:

**TQP** - This position is included in the Department of Energy Technical Qualification Program (TQP). The TQP was established as a result of the Defense Nuclear Facilities Safety Board Recommendation 93-3 and requires the incumbent to be competent in his/her technical discipline as demonstrated by education, professional certification, examination, or on-the-job performance. Positions in the TQP are subject to periodic evaluation to ensure that it meets the needs of the Department and the mission(s) of the office in accordance with the TQP.

Add the following paragraphs, as appropriate, to the “Major Duties” section:

**ISM** – This position includes responsibility for knowledge and implementation of Integrated Safety Management. The incumbent has taken the necessary initiatives to fully implement the principles of the Department=s Safety Management System Policy in programs and functions for which the incumbent is responsible. This includes the demonstration of an appropriate emphasis on ensuring the technical competence of the staff associated with those programs and the conduct of effective oversight of the accomplishment of the related work products and schedules.

**SAFETY BASIS** – This position has specific assigned responsibility for nuclear facilities and is knowledgeable in the requirements for safe operation of nuclear facilities including safety basis process requirements, implementation requirements, and flow down of approved safety basis documents.

**STSM** - This position is in the Technical Qualification Program and is designated as a Senior Technical Safety Manager (STSM) position. The incumbent makes technical decisions based on the education and experience requirements for an STSM. If the incumbent does not meet the education or experience requirements contained in the STSM Qualification Standard, management will designate a fully qualified STSM as a compensatory measure. The incumbent ensures all employees reporting to them are appropriately trained and technically competent to perform their duties and to accomplish ORO's missions and responsibilities in a safe and efficient manner by protecting the health and safety of employees and the public.